

Carver 2016 Annual

Town Meeting

ARTICLE 1: ANNUAL TOWN REPORT

To act upon the reports of the various Town Officers as printed in the Annual Town Report for 2015, and to hear the reports of any Committee heretofore chosen and act thereon; to accept the document titled "Carver - Town Meeting Procedures" as the official rules of the meeting; to abolish the Industrial Development Finance Authority in accordance with the provisions of Massachusetts General Laws, Chapter 40D, section 2,, to abolish any special committee not submitting a report which is required to do so, unless otherwise voted; and to establish any new committee or take any other action related thereto..

PROPOSED MOTION: I move that the Town approve the 2015 Annual Report, abolish the Industrial Development Finance Authority and accept the document titled "Carver Town Meeting Procedures" as to official rules of the meeting.

Introduction to Carver Town Meeting Procedures

PURPOSE OF TOWN MEETING:

Whereas the Board of Selectmen is the executive branch of Town government, the Town Meeting is the legislative branch and has the power to make local laws (bylaws) and the power to approve the Town budget of expenditures and the method for paying for them. As the legislative branch, Town Meeting rules of procedure are needed to have an orderly and dignified way of proceeding with its business and to protect the rights of individuals to have a fair opportunity to express their opinions and propose alternatives.

LIMITATIONS ON SPEAKING

Without first obtaining approval of the Moderator, no person shall speak more than once on any article, and no person shall speak for more than 3 minutes at a time, except to correct a mistake or misstatement and then for no more than one minute after being recognized by the Moderator.

ARTICLE 2: ASSIGNMENT OF PREMIUM TO NEW ELEMENTARY SCHOOL

To see if the Town will vote to appropriate the premium paid to the Town upon the sale of bonds or notes issued for the purpose of paying costs for a new Carver Elementary School, which are the subject of a Proposition 2½ debt exclusion, to pay costs of the project being financed by such bonds or notes and to reduce the amount authorized to be borrowed for such project, but not yet issued by the Town, by the same amount, or to take any other action relative thereto.

PROPOSED MOTION: I move that the Town appropriate \$867,610.92 from the premium paid to the Town upon the sale of bonds or notes issued for purpose of paying for the costs for a new Carver Elementary School, which are the subject of a Proposition 2½ debt exclusion, to pay costs of the project being financed by such bonds or notes and to reduce the amount authorized to be borrowed for such project, but not yet issued by the Town, by the same amount.

Projected Tax Cost at Town Meeting and Ballot Vote

Budget for New Elementary School and Recreation Project

Total Project Cost	\$51,953,584
<u>CPA Request for Recreation</u>	<u>(\$1,983,313)</u>
Building Project Cost	\$49,970,271
<u>MSBA Facility Grant</u>	<u>(\$26,196,317)</u>
Local Share for Debt Exclusion	\$23,773,954

**Projected Annual Tax impacts will be less than
\$138.58 per \$100,000 of assessed value**

(\$359.01 annually for the *average* single family home valued at \$259,066)

Goal of Board of Selectmen was reduce these figures by 10%, with positive bond rating and other recommended initiatives

Projected Tax Savings of 28% with Approval of Article 2

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<u>CPA Request for Recreation</u>	<u>(\$1,983,313)</u>
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Projected Annual Tax impacts will be less than

~~\$138.58~~ \$100 per \$100,000 of assessed value

~~(\$359.01)~~ 259.01 annually for the *average* single family home valued at \$259,066)

ARTICLE 3: UNPAID BILLS FROM PREVIOUS YEARS

To see if the Town will vote to transfer from available funds a sum or sums of money to be expended by the Town Administrator to pay any unpaid bills from previous fiscal years, including but not limited to the bills listed below, or to take any other action related thereto:

Small Water Systems Services	\$1,425.00
Ricoh	\$ 299.18
APS Medical Billing	\$ 26.00
University Products Companies	\$ 26.50

PROPOSED MOTION: I move that the Town transfer the sum of \$1,776.68 from the financial disclosure account (01-145-0058-5317), for the purposes and in the amounts set forth in Article 3 of the Warrant.

ARTICLE 4: SUPPLEMENTAL APPROPRIATIONS FOR FISCAL 2016

To see if the Town will vote to transfer from available funds a sum or sums of money to be expended by the Town Administrator for various departmental budgets for the remainder of the fiscal year ending June 30, 2016, or to decrease or otherwise adjust any budget line item as appropriated by the Town at the Annual Town Meeting held on April 25, 2015, or to fund any other deficits for fiscal year 2016, or to take any other action related thereto.

PROPOSED MOTION: I move that the Town make the Fiscal Year 2016 budget transfers shown below:

Amount	From	To
\$40,000	Gasoline	Snow and Ice
\$20,000	Legal	Snow and Ice
\$30,000	Health Insurance Budget	Snow and Ice
\$30,000	Retirement Budget	Snow and Ice

Financial Management Policy

Financial Objective: It is the Financial Objective of the Board of Selectmen to demonstrate sound fiscal management of Carver's taxpayer resources through earning the highest possible bond rating that includes developing a sustainable town-wide budget based on a 20 year forecast that provides the level of service we can afford within our known projected revenues.

FY17 Board of Selectmen's Goals & Objectives

1. Continue to follow the Town's Management Financial Policies, applied uniformly through all town departments. Doing so should optimize costs of borrowing and bonding.
2. Continue to fund the OPED trust fund, annually reviewing the size of the contribution with the intent of increasing it annually. Consider developing an annual formula that would determine the size of the contribution.
3. Continue to work to develop a town-wide shared budget account as part of the overall budget.
4. Establish, in cooperation with the school department, a town-wide IT department. Funding for the department would be under the town-wide shared budget account.
5. Move, in consultation with the school department, to have health insurance of all town employees be part of the town wide shared budget.
6. Determine whether there are costs savings and efficiencies in moving to a town-wide facilities department.
7. Review the reorganization that took place in FY15 in the five land use departments—Board of Health, Conservation, Inspections, Planning, and Zoning Board of Appeals—to ensure that all services needed by the residents are being met, and make adjustments as necessary.
8. Investigate opportunities for regionalization. These efforts must prove to be a cost savings and/or result in a more efficient delivery of services.
9. Receive quarterly updates on the town's efforts and progress with ongoing drug problems. Review and consider any actions the BOS can take to alleviate the issue.
10. Work with the capital Outlay Committee and other parties of interest to look forward to future capital building projects. The board should work immediately to prioritize the establishment of a Police Station Study Committee.

Town of Carver

Budget Process for Operating Budgets (to be finalized at BOS financial summit)

Step 1	Step 2	Step 3	Step 4
Guidance to Town Administrator / Fiscal Forecast	Preparation of Preliminary Department Budget	Preliminary Budget Review of Stakeholders	Proposed Budget Finalized
Lead: Selectmen Support: Town Admin	Lead: Town Admin. Support: Dept. Heads	Lead: Fin Com Support: Dept. Heads	Lead: Selectmen Support: Town Admin
Start: Sept 1 st Finish: Oct 15 th	Start: Oct 1 st Finish: Nov 15 th	Start: Nov 15 th Finish: Dec 15 th	Start: Dec 15 th Finish*: Mar 1 st
Draft Budget Policy Report <ul style="list-style-type: none"> ❑ Forecast of Funds Available ❑ Current FY Status ❑ Incorporate BOS Fiscal Guidelines, Goals & Objectives ❑ Establish town/ school budget allocations based on known revenues 	Set Town / School Department Budgets <ul style="list-style-type: none"> ❑ Review Department requests ❑ Negotiate All Operating Budgets based on forecast ❑ Create Draft Balance Budget based on projected revenues. 	Review & Advise <ul style="list-style-type: none"> ❑ Draft Recommendations for Operating Budget from Finance Committee ❑ Draft/Review Warrant Articles ❑ School District Presents their final budget. 	Prepare Finalized Budget <ul style="list-style-type: none"> ❑ Review Recommendations ❑ Finalize Proposed Budget ❑ Finalize Warrant Articles for Town Meeting. <p><i>*Assume ATM 4/1/16, STM for new school on 12/15/15 w/ ballot vote to follow STM</i></p>

Pay — Go

Balanced Budget per your financial policies

BoS Goals and Objectives have been incorporated

Funding growth is limited to only 1.65% for FY17

Health Care increase is 8%

Step raised are contracted and included in balanced budget

No surplus exists nor are contingencies included – budget is TIGHT!

CHANGES / INCREASE (PAY) REQUIRES SOMETHING TO BE CUT (GO)

Challenges and Opportunities for FY17

Opportunities

- Retirement of Town Assessor
- Retirement of Health Agent – work with BOH to determine long-term needs of town
- New School Superintendent – collaborative approach, balance needs of school district with town's limitations

Challenges

- Planning, Environment, and Permitting
 - Due to increase demand with building permits and evaluation / monitoring of department structure over last year, proposing to expand a part-time person into a full-time position and upgrade two positions appropriately.
- Human Resource / Payroll Benefits
 - Need to Build HR System over next 2 years, Labor Law Complex, Reviews and coordination needed between School and General Government
 - Example: \$38,000 was paid for health care to former school employees that were terminated last year.
- Town-wide Procurement
 - Need to build and expand Town-wide procurement system to better protect tax-payer resources.
 - Example: \$48,000 was paid for computers that were installed in summer of 2015, no procurement was done as required law, Town Accountant found out 6 months after fact, Town Administrator could not authorize expenditure due to legal advice from town counsel. BoS used donated money so all computers in middle high would have been removed mid year thereby impacting the students education.
 - A second example of \$47,000 was for a server not procured as required law according to review from inspector general and state OSD.
 - Role of Assistant to the Town Administrator Expanded to coordinate town-wide HR and a new procurement position is being created to focus on all town procurement to not repeat examples previously highlighted.

Challenges and Opportunities, continue

Challenges

Fire Department

Additional Management needed to support department's high performance

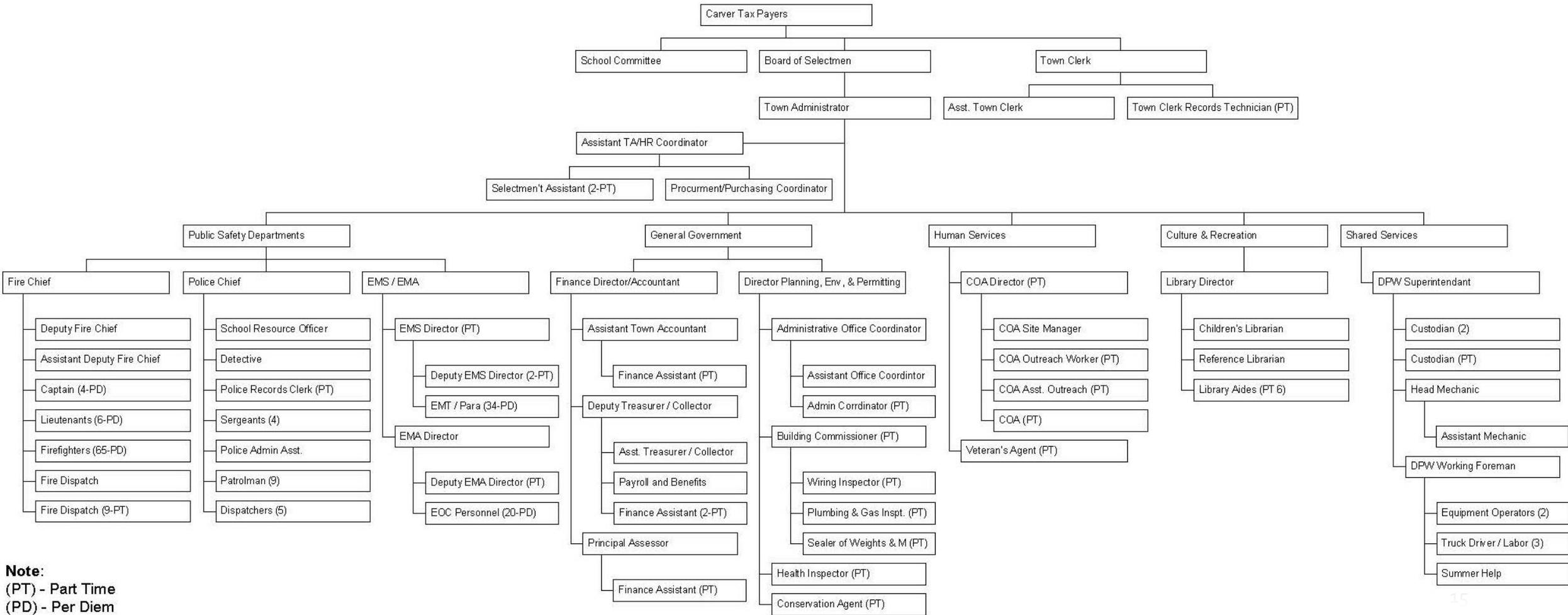
- Proposed Budget includes new Assistant Deputy Chief Position that previously existed but due to budget cuts was unfunded for several years. Proposed plan includes funding the FT position in January 2017.

Finance Department Performance and Accuracy in part due to structure / training of departments

- Let me say people are working hard and trying to do the right thing and their efforts are appreciated.
- Three independent departments, errors were not being resolved early in process that impacted others.
- Hired external consultants to assist with training, improving performance, and accuracy.
- Identified lack of understanding of what other department do and why accuracy and format is important
- New software was implemented
 - errors occurred w/transition, some should have been resolved by department head
- Began weekly meetings facilitated by Town Accountant to begin to resolve finance challenges
- Multiple audit issues over last ten years, some resolved
- DOR best practices report included
 - Creating a centralized finance team under a finance director
 - Hire assessing company to do assessing valuations and inspections
 - No change to 3 member elected Board of Assessors
 - Town Administrator recommends appointing current Treasurer/Collector who's term ends 4/30/16 to 6/30/17
 - Create principal assessor position & PT finance assistant focused on accounting & assisting principal assessor

Town Wide FY17 Organizational Plan

Town Wide Organization Chart FY17 - APPENDIX A



Note:
 (PT) - Part Time
 (PD) - Per Diem

FY17 Wage/Salary Pay Scale & Classification Plan

APPENDIX B

FY17 Wage and Salary Pay Scale

Grade	Step	1st - step	2nd - step	3rd - step	4th - step	5th - step	6th - step	7th - step	8th - step	9th - step	10th - step	11th - step	12th - step
R	Hourly	\$ 8.00	\$ 8.16	\$ 8.32	\$ 8.49	\$ 8.66	\$ 8.83	\$ 9.01	\$ 9.19	\$ 9.37	\$ 9.56	\$ 9.75	\$ 9.95
	35 hr/wk	\$ 280.00	\$ 285.60	\$ 291.31	\$ 297.14	\$ 303.08	\$ 309.14	\$ 315.33	\$ 321.63	\$ 328.06	\$ 334.63	\$ 341.32	\$ 348.14
	Annual	\$ 14,560.00	\$ 14,851.20	\$ 15,148.22	\$ 15,451.19	\$ 15,760.21	\$ 16,075.42	\$ 16,396.92	\$ 16,724.86	\$ 17,059.36	\$ 17,400.55	\$ 17,748.56	\$ 18,103.53
Q	Hourly	\$ 8.80	\$ 8.98	\$ 9.16	\$ 9.34	\$ 9.53	\$ 9.72	\$ 9.91	\$ 10.11	\$ 10.31	\$ 10.52	\$ 10.73	\$ 10.94
	35 hr/wk	\$ 308.00	\$ 314.16	\$ 320.44	\$ 326.85	\$ 333.39	\$ 340.06	\$ 346.86	\$ 353.80	\$ 360.87	\$ 368.09	\$ 375.45	\$ 382.96
	Annual	\$ 16,016.00	\$ 16,336.32	\$ 16,663.05	\$ 16,996.31	\$ 17,336.23	\$ 17,682.96	\$ 18,036.32	\$ 18,397.35	\$ 18,765.30	\$ 19,140.60	\$ 19,523.41	\$ 19,913.88
P	Hourly	\$ 9.75	\$ 9.95	\$ 10.14	\$ 10.35	\$ 10.55	\$ 10.76	\$ 10.98	\$ 11.20	\$ 11.42	\$ 11.65	\$ 11.89	\$ 12.12
	35 hr/wk	\$ 341.25	\$ 348.08	\$ 355.04	\$ 362.14	\$ 369.38	\$ 376.77	\$ 384.30	\$ 391.99	\$ 399.83	\$ 407.83	\$ 415.98	\$ 424.30
	Annual	\$ 17,745.00	\$ 18,099.90	\$ 18,461.90	\$ 18,831.14	\$ 19,207.76	\$ 19,591.91	\$ 19,983.75	\$ 20,383.43	\$ 20,791.10	\$ 21,206.92	\$ 21,631.06	\$ 22,063.68
O	Hourly	\$ 10.73	\$ 10.94	\$ 11.16	\$ 11.38	\$ 11.61	\$ 11.84	\$ 12.08	\$ 12.32	\$ 12.57	\$ 12.82	\$ 13.07	\$ 13.34
	35 hr/wk	\$ 375.38	\$ 382.88	\$ 390.54	\$ 398.35	\$ 406.32	\$ 414.44	\$ 422.73	\$ 431.19	\$ 439.81	\$ 448.61	\$ 457.58	\$ 466.73
	Annual	\$ 19,519.50	\$ 19,909.89	\$ 20,308.09	\$ 20,714.25	\$ 21,128.53	\$ 21,551.11	\$ 21,982.13	\$ 22,421.77	\$ 22,870.21	\$ 23,327.61	\$ 23,794.16	\$ 24,270.04
N	Hourly	\$ 12.00	\$ 12.24	\$ 12.48	\$ 12.73	\$ 12.99	\$ 13.25	\$ 13.51	\$ 13.78	\$ 14.06	\$ 14.34	\$ 14.62	\$ 14.92
	35 hr/wk	\$ 419.91	\$ 428.31	\$ 436.88	\$ 445.61	\$ 454.53	\$ 463.62	\$ 472.89	\$ 482.35	\$ 491.99	\$ 501.83	\$ 511.87	\$ 522.11
	Annual	\$ 21,835.45	\$ 22,272.16	\$ 22,717.60	\$ 23,171.95	\$ 23,635.39	\$ 24,108.10	\$ 24,590.26	\$ 25,082.07	\$ 25,583.71	\$ 26,095.38	\$ 26,617.29	\$ 27,149.64
M	Hourly	\$ 12.72	\$ 12.97	\$ 13.23	\$ 13.50	\$ 13.77	\$ 14.04	\$ 14.32	\$ 14.61	\$ 14.90	\$ 15.20	\$ 15.50	\$ 15.81
	35 hr/wk	\$ 445.10	\$ 454.01	\$ 463.09	\$ 472.35	\$ 481.79	\$ 491.43	\$ 501.26	\$ 511.28	\$ 521.51	\$ 531.94	\$ 542.58	\$ 553.43
	Annual	\$ 23,145.40	\$ 23,608.30	\$ 24,080.47	\$ 24,562.08	\$ 25,053.32	\$ 25,554.39	\$ 26,065.47	\$ 26,586.78	\$ 27,118.52	\$ 27,660.89	\$ 28,214.11	\$ 28,778.39
L	Hourly	\$ 14.63	\$ 14.92	\$ 15.22	\$ 15.52	\$ 15.83	\$ 16.15	\$ 16.47	\$ 16.80	\$ 17.14	\$ 17.48	\$ 17.83	\$ 18.19
	35 hr/wk	\$ 512.01	\$ 522.25	\$ 532.70	\$ 543.35	\$ 554.22	\$ 565.30	\$ 576.61	\$ 588.14	\$ 599.91	\$ 611.90	\$ 624.14	\$ 636.63
	Annual	\$ 26,624.73	\$ 27,157.23	\$ 27,700.37	\$ 28,254.38	\$ 28,819.47	\$ 29,395.86	\$ 29,983.78	\$ 30,583.45	\$ 31,195.12	\$ 31,819.02	\$ 32,455.40	\$ 33,104.51
K	Hourly	\$ 16.09	\$ 16.41	\$ 16.74	\$ 17.08	\$ 17.42	\$ 17.77	\$ 18.12	\$ 18.48	\$ 18.85	\$ 19.23	\$ 19.62	\$ 20.01
	35 hr/wk	\$ 563.22	\$ 574.48	\$ 585.97	\$ 597.69	\$ 609.64	\$ 621.84	\$ 634.27	\$ 646.96	\$ 659.90	\$ 673.09	\$ 686.56	\$ 700.29
	Annual	\$ 29,287.21	\$ 29,872.95	\$ 30,470.41	\$ 31,079.82	\$ 31,701.42	\$ 32,335.44	\$ 32,982.15	\$ 33,641.80	\$ 34,314.63	\$ 35,000.92	\$ 35,700.94	\$ 36,414.96
J	Hourly	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.16	\$ 19.54	\$ 19.93	\$ 20.33	\$ 20.74	\$ 21.15	\$ 21.58	\$ 22.01
	35 hr/wk	\$ 619.54	\$ 631.93	\$ 644.57	\$ 657.46	\$ 670.61	\$ 684.02	\$ 697.70	\$ 711.65	\$ 725.89	\$ 740.40	\$ 755.21	\$ 770.32
	Annual	\$ 32,215.93	\$ 32,860.25	\$ 33,517.45	\$ 34,187.80	\$ 34,871.56	\$ 35,568.99	\$ 36,280.37	\$ 37,005.98	\$ 37,746.10	\$ 38,501.02	\$ 39,271.04	\$ 40,056.46
I	Hourly	\$ 19.73	\$ 20.13	\$ 20.53	\$ 20.94	\$ 21.36	\$ 21.78	\$ 22.22	\$ 22.66	\$ 23.12	\$ 23.58	\$ 24.05	\$ 24.53
	35 hr/wk	\$ 690.59	\$ 704.40	\$ 718.49	\$ 732.86	\$ 747.52	\$ 762.47	\$ 777.72	\$ 793.32	\$ 809.14	\$ 825.32	\$ 841.83	\$ 858.66
	Annual	\$ 35,910.72	\$ 36,628.94	\$ 37,361.51	\$ 38,108.75	\$ 38,870.92	\$ 39,648.34	\$ 40,441.31	\$ 41,250.13	\$ 42,075.13	\$ 42,916.64	\$ 43,774.97	\$ 44,650.47
H	Hourly	\$ 20.60	\$ 21.02	\$ 21.44	\$ 21.87	\$ 22.30	\$ 22.75	\$ 23.20	\$ 23.67	\$ 24.14	\$ 24.62	\$ 25.12	\$ 25.62
	35 hr/wk	\$ 721.15	\$ 735.57	\$ 750.28	\$ 765.29	\$ 780.60	\$ 796.21	\$ 812.13	\$ 828.37	\$ 844.94	\$ 861.84	\$ 879.08	\$ 896.66
	Annual	\$ 37,499.79	\$ 38,249.79	\$ 39,014.79	\$ 39,795.08	\$ 40,590.98	\$ 41,402.80	\$ 42,230.86	\$ 43,075.48	\$ 43,936.99	\$ 44,815.72	\$ 45,712.04	\$ 46,626.28
G	Hourly	\$ 22.10	\$ 22.55	\$ 23.00	\$ 23.46	\$ 23.93	\$ 24.41	\$ 24.89	\$ 25.39	\$ 25.90	\$ 26.42	\$ 26.95	\$ 27.48
	35 hr/wk	\$ 773.66	\$ 789.14	\$ 804.92	\$ 821.02	\$ 837.44	\$ 854.19	\$ 871.27	\$ 888.70	\$ 906.47	\$ 924.60	\$ 943.09	\$ 961.96
	Annual	\$ 40,230.57	\$ 41,035.18	\$ 41,855.89	\$ 42,693.01	\$ 43,546.87	\$ 44,417.80	\$ 45,306.16	\$ 46,212.28	\$ 47,136.53	\$ 48,079.26	\$ 49,040.84	\$ 50,021.66
F	Hourly	\$ 24.86	\$ 25.35	\$ 25.86	\$ 26.38	\$ 26.90	\$ 27.44	\$ 27.99	\$ 28.55	\$ 29.12	\$ 29.70	\$ 30.30	\$ 30.90
	35 hr/wk	\$ 869.93	\$ 887.33	\$ 905.08	\$ 923.18	\$ 941.64	\$ 960.47	\$ 979.68	\$ 999.28	\$ 1,019.26	\$ 1,039.65	\$ 1,060.44	\$ 1,081.65
	Annual	\$ 45,236.43	\$ 46,141.16	\$ 47,063.98	\$ 48,005.26	\$ 48,965.37	\$ 49,944.67	\$ 50,943.57	\$ 51,962.44	\$ 53,001.69	\$ 54,061.72	\$ 55,142.96	\$ 56,245.82
E	Hourly	\$ 27.97	\$ 28.53	\$ 29.10	\$ 29.68	\$ 30.28	\$ 30.88	\$ 31.50	\$ 32.13	\$ 32.77	\$ 33.43	\$ 34.10	\$ 34.78
	35 hr/wk	\$ 978.97	\$ 998.55	\$ 1,018.53	\$ 1,038.90	\$ 1,059.67	\$ 1,080.87	\$ 1,102.48	\$ 1,124.53	\$ 1,147.02	\$ 1,169.97	\$ 1,193.36	\$ 1,217.23
	Annual	\$ 50,906.67	\$ 51,924.81	\$ 52,963.30	\$ 54,022.57	\$ 55,103.02	\$ 56,205.08	\$ 57,329.18	\$ 58,475.77	\$ 59,645.28	\$ 60,838.19	\$ 62,054.95	\$ 63,296.05
D	Hourly	\$ 31.46	\$ 32.09	\$ 32.73	\$ 33.38	\$ 34.05	\$ 34.73	\$ 35.43	\$ 36.14	\$ 36.86	\$ 37.59	\$ 38.35	\$ 39.11
	35 hr/wk	\$ 1,101.02	\$ 1,123.04	\$ 1,145.50	\$ 1,168.41	\$ 1,191.78	\$ 1,215.62	\$ 1,239.93	\$ 1,264.73	\$ 1,290.02	\$ 1,315.82	\$ 1,342.14	\$ 1,368.98
	Annual	\$ 57,253.14	\$ 58,398.20	\$ 59,566.17	\$ 60,757.49	\$ 61,972.64	\$ 63,212.09	\$ 64,476.34	\$ 65,765.86	\$ 67,081.18	\$ 68,422.80	\$ 69,791.26	\$ 71,187.08
C	Hourly	\$ 36.18	\$ 36.91	\$ 37.65	\$ 38.40	\$ 39.17	\$ 39.95	\$ 40.75	\$ 41.56	\$ 42.39	\$ 43.24	\$ 44.11	\$ 44.99
	35 hr/wk	\$ 1,266.42	\$ 1,291.75	\$ 1,317.59	\$ 1,343.94	\$ 1,370.82	\$ 1,398.23	\$ 1,426.20	\$ 1,454.72	\$ 1,483.82	\$ 1,513.49	\$ 1,543.76	\$ 1,574.64
	Annual	\$ 65,854.05	\$ 67,171.14	\$ 68,514.56	\$ 69,884.85	\$ 71,282.55	\$ 72,708.20	\$ 74,162.36	\$ 75,645.61	\$ 77,158.52	\$ 78,701.69	\$ 80,275.73	\$ 81,881.24
B	Hourly	\$ 38.90	\$ 39.68	\$ 40.47	\$ 41.28	\$ 42.11	\$ 42.95	\$ 43.81	\$ 44.69	\$ 45.58	\$ 46.49	\$ 47.42	\$ 48.37
	35 hr/wk	\$ 1,361.57	\$ 1,388.80	\$ 1,416.57	\$ 1,444.91	\$ 1,473.80	\$ 1,503.28	\$ 1,533.35	\$ 1,564.01	\$ 1,595.29	\$ 1,627.20	\$ 1,659.74	\$ 1,692.94
	Annual	\$ 70,801.46	\$ 72,217.49	\$ 73,661.84	\$ 75,135.08	\$ 76,637.78	\$ 78,170.53	\$ 79,733.94	\$ 81,328.62	\$ 82,955.20	\$ 84,614.30	\$ 86,306.59	\$ 88,032.72
A	Hourly	\$ 41.81	\$ 42.65	\$ 43.50	\$ 44.37	\$ 45.26	\$ 46.16	\$ 47.09	\$ 48.03	\$ 48.99	\$ 49.97	\$ 50.97	\$ 51.99
	35 hr/wk	\$ 1,463.42	\$ 1,492.69	\$ 1,522.55	\$ 1,553.00	\$ 1,584.06	\$ 1,615.74	\$ 1,648.05	\$ 1,681.01	\$ 1,714.63	\$ 1,748.93	\$ 1,783.90	\$ 1,819.58
	Annual	\$ 76,098.01	\$ 77,619.97	\$ 79,172.37	\$ 80,755.81	\$ 82,370.93	\$ 84,018.35	\$ 85,698.72	\$ 87,412.69	\$ 89,160.94	\$ 90,944.16	\$ 92,763.05	\$ 94,618.31

APPENDIX C Wage and Salary Classification Plan for Elected and Non-Union Employees for FY17

GRADE A	DPW / Town Facility Director
GRADE B	Town Planner
GRADE C	EMS Chief (Part-time)
	Deputy Fire Chief (40 hrs)
	Library Director
	Town Clerk
GRADE D	Assistant Deputy Fire Chief (40 hrs)
	Assistant TA / Human Resource Coordinator
	Building Commissioner / Inspector
	Conservation Agent (Part-time)
	Emergency Management Director
	Health Agent (Part-time)
GRADE F	Library Assistant Director
GRADE G	Children's Librarian
	Procurement / Purchasing Coordinator
GRADE H	Police Administrative Assistant
	Council on Aging Site Manager and Cook
	Veteran's Agent (Part-time)
GRADE I	Fire Dispatch (Full-time)
	Council on Aging Transportation Coordinator
	Animal Control Dept Head (Part-time)
GRADE K	Town Administrator Assistant
GRADE L	Fire Dispatch (Part-time)
	Police Records Clerk (part-time)
	Animal Control Assistant (Part-time)
	Council on Aging Outreach Worker
GRADE M	GATRA Drivers (Part-time)
GRADE N	Town Maintenance Worker (Part-time)
	Council on Aging Custodian
	Council on Aging Activities Coordinator
	Circulation Aide
GRADE P	Summer Laborers
	Lifeguards
	Election Workers Wardens
	Temporary/Seasonal Tennis Instructor
GRADE R	Election Workers Clerks

Elected and Appointed Officials	Annually
Board of Assessor, Member	\$750
Board of Health, Chair	\$1,000
Board of Health, Member	\$700
Board of Selectmen, Chair	\$2,000
Board of Selectmen, Member	\$1,700
Capital Outlay Committee, Chair	\$300
Capital Outlay Committee, Member	\$150
Conservation Commission, Chair	\$300
Conservation Commission, Member	\$150
Finance Committee, Chair	\$300
Finance Committee, Member	\$150
Library Trustee, Chair	\$300
Library Trustee, Member	\$150
North Carver Water District, Chair	\$300
North Carver Water District, Member	\$150
Planning Board, Chair	\$1,000
Planning Board, Member	\$800
Redevelopment Authority, Chair	\$300
Redevelopment Authority, Member	\$150
Town Moderator	\$250
Zoning Board of Appeals, Chair	\$300
Zoning Board of Appeals, Member	\$150

CONTRACTS per MGL:

Town Administrator / Chief Financial Officer
Finance Director / Town Accountant
Fire Chief
Police Chief
Library Director - Grade C
Treasurer / Collector
Annual Contracts
Plumbing and Gas Inspector
Inspector of Wires
Sealer of Weights and Measures

APPENDIX D - 10 YEAR REVENUE AND EXPENSE FORECAST

	FY2015/RECAP	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
PROPERTY TAX LEVY REVENUE												
Prior year tax raised	20,069,906	21,089,557	21,893,975	22,814,332	23,512,479	24,228,801	24,963,759	25,717,827	26,491,490	27,285,244	28,099,600	28,935,081
2.5% Increase (per finance policy)	501,748	527,239	547,349	570,358	587,812	605,720	624,094	642,946	662,287	682,131	702,490	723,377
New Growth - Real estate (res/commercial buildings)	153,403	87,900	106,768	72,121	72,842	73,570	74,306	75,049	75,799	76,557	77,323	78,096
New Growth - Personal Property (equipment/solar)	364,500	189,279	266,240	55,668	55,668	55,668	55,668	55,668	55,668	55,668	55,668	55,668
Debt Exclusion (elementary school)	-	-	-	-	-	-	-	-	-	-	-	-
Excess Levy Capacity	(135,654)	-	-	-	-	-	-	-	-	-	-	-
Total Property Tax Levy Revenue	\$ 20,953,903	\$ 21,893,975	\$ 22,814,332	\$ 23,512,479	\$ 24,228,801	\$ 24,963,759	\$ 25,717,827	\$ 26,491,490	\$ 27,285,244	\$ 28,099,600	\$ 28,935,081	\$ 29,792,222
REVENUES (offsets to operational expenses)												
State Aid/Cherry Sheet	11,607,992	11,652,182	11,845,170	11,905,495	11,966,022	12,026,755	12,087,696	12,148,846	12,210,207	12,271,782	12,333,573	12,395,581
Local Receipts	2,176,717	2,244,626	2,351,715	2,375,232	2,398,985	2,422,974	2,447,202	2,471,673	2,496,392	2,521,355	2,546,566	2,572,033
Meals tax	-	-	84,000	84,840	85,688	86,545	87,411	88,285	89,168	90,059	90,960	91,870
Total Other Revenues (non-local taxes)	\$ 13,784,709	\$ 13,896,808	\$ 14,280,885	\$ 14,365,567	\$ 14,450,696	\$ 14,536,275	\$ 14,622,309	\$ 14,708,804	\$ 14,795,767	\$ 14,883,196	\$ 14,971,099	\$ 15,059,484
TOTAL REVENUE	\$ 34,738,612	\$ 35,790,783	\$ 37,095,217	\$ 37,878,046	\$ 38,679,497	\$ 39,500,034	\$ 40,340,136	\$ 41,200,294	\$ 42,081,011	\$ 42,982,796	\$ 43,906,180	\$ 44,851,706
OTHER FIXED LIABILITIES TO BE FUNDED												
Cherry Sheet Direct Expenditure by School/Library	118,972	120,162	171,871	173,590	175,326	177,079	178,850	180,638	182,445	184,269	186,112	187,973
Cherry Sheet Assessments (non-educational)	181,285	183,034	182,330	184,153	185,995	187,855	189,733	191,631	193,547	195,482	197,437	199,412
Cherry Sheet Assessments (Charter School Tuition etc)	307,145	320,558	519,098	524,289	529,532	534,827	540,175	545,577	551,033	556,543	562,109	567,730
Overlay Account	250,634	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Southeastern Regional Assessment	1,906	1,944	1,983	2,023	2,063	2,104	2,146	2,189	2,233	2,278	2,323	2,370
Total Other Amounts to be raised	\$ 859,942	\$ 875,698	\$ 1,125,282	\$ 1,134,055	\$ 1,142,915	\$ 1,151,865	\$ 1,160,905	\$ 1,170,035	\$ 1,179,258	\$ 1,188,573	\$ 1,197,981	\$ 1,207,484
TRANSFERS TO OTHER FUNDS (per policy/regulation)												
Transfer to Capital Stabilization minus DIF PP transfer	1,946,593	2,116,812	2,463,030	2,602,003	2,722,741	2,846,498	2,973,348	3,103,370	3,236,642	3,373,246	3,513,266	3,656,785
Transfer to NCWD 50% of DIF	65,643	70,472	87,500	99,938	112,686	125,753	139,147	152,876	166,947	181,371	196,155	211,309
Transfer to General Stabilization Fund	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Transfer to Compensated Absences Liability Fund	-	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Transfer to OPEB Trust Fund	25,000	120,799	145,799	170,799	195,799	220,799	245,799	270,799	295,799	320,799	345,799	370,799
Total Transfers to Other Funds	\$ 2,062,236	\$ 2,333,083	\$ 2,746,329	\$ 2,922,740	\$ 3,081,226	\$ 3,243,050	\$ 3,408,294	\$ 3,577,045	\$ 3,749,389	\$ 3,925,417	\$ 4,105,220	\$ 4,288,894
TOWN-WIDE SHARED BUDGET DETAILS												
Town Meeting Articles	22,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Reserve Fund (Finance Committee)	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Old Colony Vo Tech	883,055	1,029,423	1,113,901	1,225,291	1,347,820	1,482,602	1,630,862	1,793,948	1,973,343	2,170,677	2,387,745	2,626,520
Townwide Health Care and Benefits	-	-	-	-	-	-	-	-	-	-	-	-
Townwide Property and Liability Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Townwide Facilities Department	-	-	-	-	-	-	-	-	-	-	-	-
Townwide IT Department	-	-	-	-	-	-	-	-	-	-	-	-
Snow and Ice Removal	200,000	200,000	235,000	246,750	259,088	272,042	285,644	299,926	314,922	330,669	347,202	364,562
Total Shared Budgets	\$ 1,230,055	\$ 1,429,423	\$ 1,548,901	\$ 1,672,041	\$ 1,806,907	\$ 1,954,644	\$ 2,116,506	\$ 2,293,874	\$ 2,488,266	\$ 2,701,346	\$ 2,934,947	\$ 3,191,082
TOTAL ALL EXPENDITURES	\$ 4,152,233	\$ 4,638,204	\$ 5,420,512	\$ 5,728,835	\$ 6,031,049	\$ 6,349,559	\$ 6,685,705	\$ 7,040,955	\$ 7,416,912	\$ 7,815,335	\$ 8,238,148	\$ 8,687,459
Available Revenue	\$ 30,586,379	\$ 31,152,579	\$ 31,674,705	\$ 32,149,210	\$ 32,648,448	\$ 33,150,475	\$ 33,654,430	\$ 34,159,339	\$ 34,664,099	\$ 35,167,461	\$ 35,668,031	\$ 36,164,246
Net Change Y/Y		\$ 566,200	\$ 522,126	\$ 474,505	\$ 499,237	\$ 502,027	\$ 503,956	\$ 504,909	\$ 504,760	\$ 503,363	\$ 500,570	\$ 496,215
% Change Y/Y		1.82%	1.65%	1.48%	1.53%	1.51%	1.50%	1.48%	1.46%	1.43%	1.40%	1.37%
School Share of % Revenue		70.3%	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%	70.3%
Town Share of % Revenue		29.7%	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%	29.7%
School Budget as Recommended	\$ 21,506,875	\$ 21,900,263	\$ 22,267,318	\$ 22,600,895	\$ 22,951,859	\$ 23,304,784	\$ 23,659,065	\$ 24,014,015	\$ 24,368,861	\$ 24,722,725	\$ 25,074,626	\$ 25,423,465
Town Budget as Recommended	\$ 9,704,875	\$ 9,252,316	\$ 9,407,387	\$ 9,548,315	\$ 9,696,589	\$ 9,845,691	\$ 9,995,366	\$ 10,145,324	\$ 10,295,237	\$ 10,444,736	\$ 10,593,405	\$ 10,740,781
OPEB unfunded actuarial liability 7/1/15		\$ (41,350,494)	\$ (43,010,056)	\$ (44,737,003)	\$ (46,533,363)	\$ (48,401,648)	\$ (50,344,807)	\$ (52,365,954)	\$ (54,466,720)	\$ (56,648,906)	\$ (58,921,988)	\$ (61,284,614)
OPEB unfunded actuarial liability 7/1/12	\$ (49,624,254)	\$ (51,999,739)	\$ (55,218,983)	\$ (58,577,004)	\$ (62,100,129)	\$ (65,764,898)	\$ (69,583,345)	\$ (73,570,108)	\$ (77,735,581)	\$ (82,011,237)	\$ (86,492,854)	\$ (91,153,315)
Net Saving due to BoS OPEB Reform		\$ 10,649,245	\$ 12,208,927	\$ 13,840,001	\$ 15,566,766	\$ 17,363,250	\$ 19,238,538	\$ 21,204,154	\$ 23,268,861	\$ 25,362,331	\$ 27,570,866	\$ 29,868,701

	FY2016	FY2017
PROPERTY TAX LEVY REVENUE		
Prior year tax raised	21,089,557	21,893,975
2.5% Increase (per finance policy)	527,239	547,349
New Growth - Real estate (res/commercial building)	87,900	106,768
New Growth - Personal Property (equipment/solar)	189,279	266,240
Total Property Tax Levy Revenue	\$ 21,893,975	\$ 22,814,332
REVENUES (offsets to operational expenses)		
State Aid/Cherry Sheet	11,652,182	11,845,170
Local Receipts	2,244,626	2,351,715
Meals tax	-	84,000
Total Other Revenues (non-local taxes)	\$ 13,896,808	\$ 14,280,885
TOTAL REVENUE	\$ 35,790,783	\$ 37,095,217

	FY2016	FY2017
OTHER FIXED LIABILITIES TO BE FUNDED		
Cherry Sheet Direct Expenditure by School/Library	120,162	171,871
Cherry Sheet Assessments (non-educational)	183,034	182,330
Cherry Sheet Assessments (Charter School Tuition e	320,558	519,098
Overlay Account	250,000	250,000
Southeastern Regional Assessment	1,944	1,983
Total Other Amounts to be raised	\$ 875,698	\$ 1,125,282
TRANSFERS TO OTHER FUNDS (per policy/regulation)		
Transfer to Capital Stabilization minus DIF PP	2,116,812	2,463,030
Transfer to NCWD 50% of DIF	70,472	87,500
Transfer to General Stabilization Fund	25,000	25,000
Transfer to Compensated Absences Liability Fund		25,000
Transfer to OPEB Trust Fund	120,799	145,799
Total Transfers to Other Funds	\$ 2,333,083	\$ 2,746,329
TOWN-WIDE SHARED BUDGET DETAILS		
Town Meeting Articles	75,000	75,000
Reserve Fund (Finance Committee)	125,000	125,000
Old Colony Vo Tech	1,029,423	1,113,901
Snow and Ice Removal	200,000	235,000
Total Shared Budgets	\$ 1,429,423	\$ 1,548,901
TOTAL ALL EXPENDITURES	\$ 4,638,204	\$ 5,420,512

FY 17 Budget Forecast

	FY2016	FY2017
Available Revenue	\$ 31,152,579	\$ 31,674,705
Net Change Y/Y	\$ 566,200	\$ 522,126
% Change Y/Y	1.82%	1.65%
School Share of % Revenue	70.3%	70.3%
Town Share of % Revenue	29.7%	29.7%
School Budget as Recommended	\$ 21,900,263	\$ 22,267,318
Town Budget as Recommended	\$ 9,252,316	\$ 9,407,387
OPEB unfunded actuarial liability 7/1/15	\$(41,350,494)	\$(43,010,056)
OPEB unfunded actuarial liability 7/1/12	\$(51,999,739)	\$(55,218,983)
Net Saving due to BoS OPEB Reform	\$ 10,649,245	\$ 12,208,927

ARTICLE 5: ALLOCATION OF FUNDS

To see if the Town will vote to transfer from free cash, as specified below:

North Carver Water District Enterprise Fund (NCWD) FY17	\$261,000
Capital Outlay Reserve Fund (ATM 2014, Art 15)	\$150,000
Transfer to General Stabilization Fund	\$518,808
Long-range facilities consulting funds for use by Superintendent & Town Administrator	\$ 25,000
2 year development of a human resource department & associated training startup	\$120,000
Equitable 2% one-time COLA increase for non-union employees and incentive program	\$ 40,000
Other Post-Employment Benefits (OPEB) trust fund	\$100,000

and to see if the Town will vote to accept provisions of Massachusetts General Laws, Chapter 40, section 13D, to establish a reserve fund for the future payment of accrued liabilities for compensated absences due any employee or full-time officer of the Town upon the termination of the employee's or full-time officer's employment, and further to transfer the sum of \$75,000 from free cash for purposes of funding said fund; and transfer a total of \$85,000 from reserve overlay accounts to Consolidated Finance Department and Assessor transition account, or take any other action related thereto.

PROPOSED MOTION: I move that the Town approve Article 5 as set forth in the Warrant.

ARTICLE 6: SOLAR PAYMENT IN LIEU OF TAX AGREEMENTS

To see if the Town will vote in accordance with Massachusetts General Laws Chapter 59, §38H, or any other enabling authority, to authorize the Board of Selectmen to enter into ~~the following~~ Payment In Lieu of Taxes (PILOT) Agreements for terms of 20 years each with option for five year extension pursuant to which the Town will be paid a sum of money per year in lieu of real and/or personal property taxes upon such terms and conditions as the Board of Selectmen deem in the best interests of the Town in connection with solar photovoltaic renewable energy facilities installed or to be installed on the privately owned parcels of land identified below, and to take such other actions as are deemed necessary to implement such agreements and effectuate the purposes of this article; or take any other action related thereto:

PROPOSED MOTION: I move that the Town vote to authorize the Board of Selectmen to enter into Payment in Lieu of Tax agreements for the purposes and subject to the conditions set forth in Article 6 of the warrant and to authorize the Board of Selectmen to take such other actions as are deemed necessary to implement such agreements and effectuate the purposes of this vote.

ARTICLE 7: BUDGETS FOR TOWN & ENTERPRISE FUND; FUNDING FOR OPEB TRUST & STABILIZATION FUNDS.

PART A - Approve Amendments to Town-Wide Organizational Chart FY17, FY17 Wage & Salary Pay Scale and Wage & Salary Classification Plan for Elected & Non-union Employees for FY17 (See Appendix A, B & C)

PART B - Operating Budget (Funded from Taxation /Transfers from Available Funds), budget detail in Appendix E for Informational Purposes
General Government Budget

General Government (salaries & expenditures)	\$2,289,710
Public Safety (salaries & expenditures)	\$3,253,458
Public Works and Facilities (salaries & expenditures)	\$1,189,159
Human Services (salaries & expenditures)	\$369,351
Culture, & Recreation (salaries & expenditures)	\$390,198
Shared Budget Benefits (health, retirement, life, FICA, property insurance, etc.)	\$2,578,423
Transferred Expenses (capital & general stabilization, OPEB, NCWD DIF, etc.)	\$2,739,770
School Budget - School General Budget (salaries & expenditures)	\$22,267,318

PART C - Special Funds (Funded from Taxation and Transfers from Available Funds)

OPEB Trust Fund	\$145,799
Town General Stabilization Fund	\$25,000
Town General Stabilization Fund Amount (is the difference between net levy and levy limit)	
Compensated Absences Liability Fund	\$25,000
Capital and Debt Stabilization Fund	\$2,463,030
North Carver Water District Enterprise Fund	\$87,500
Water Betterment Debt Stabilization Fund	\$45,298

PART D - Enterprise Funds (funded from receipts)

North Carver Water District FY 17 (salary, expenses, capital, debt, etc.)	\$322,812
Cranberry Village FY 17 (salary, expenses, capital, debt, etc.)	\$64,209

ARTICLE 7: BUDGETS FOR TOWN & ENTERPRISE FUND; FUNDING FOR OPEB TRUST & STABILIZATION FUNDS.

PROPOSED MOTION A-A: I move that the Town approve amendments to the Town-Wide Organizational Chart for FY17, as set forth in Appendix A.

PROPOSED MOTION A-B: I move that the Town approve amendments to the Town-Wide FY17 Wage and Salary Pay Scale, as set forth in Appendix B.

PROPOSED MOTION A-C: I move that the Town approve amendments to the Town-Wide Wage and Salary Classification Plan for Elected and Non-Union Employees for FY17, as set forth in Appendix C.

PROPOSED MOTION B: I move that the Town raise and appropriate the sum of \$34,339,057, transfer from Ambulance Receipts Reserved for Appropriation the sum of \$655,687, transfer from Entergy Grant the sum of \$10,000, transfer from Septic Betterments the sum of \$11,101, transfer from the North Carver Water District receipts the sum of \$47,801, transfer from Cranberry Village receipts the sum of \$2,516 and transfer from Cemetery Receipts Reserved for Appropriation the sum of \$11,225, all to be allocated for the Town's Operating budget as set forth in Article 7, Part B of the Warrant;

And further, to authorize the Board of Selectmen, upon recommendation of the Town's financial staff, to allocate amounts within each such category to maximize fiscal efficiency and operations, provided, however, that any transfer between categories, other than as may be allowed under G.L. c.44, §33B(b) during the last two months of the fiscal year, shall require approval by Town Meeting.

PROPOSED MOTION C: I move that the Town raise and appropriate the sum of \$2,729,972, as well as raise and appropriate an amount equal to the difference between the levy net and the levy limit, transfer from North Carver Water District Retained Earnings the sum of \$45,298 and transfer from Ambulance Receipt the sum of \$16,357, to be allocated as set forth in Article 7, Part C of the Warrant.

PROPOSED MOTION D: I move that the Town appropriate the sum of \$322,812 from Estimated Water Receipts – North Carver Water to pay the salaries, expenses, capital, debt and other expenditures for the North Carver Water District Enterprise fund for Fiscal Year 2017 and further to appropriate the sum of \$64,209 from Estimated Water Receipts – Cranberry Village to pay the salaries, expenses, capital, debt and other expenditures of the Cranberry Village Enterprise Fund for Fiscal Year 2017, and to authorize the Board of Selectmen, upon recommendation of the Town's financial staff, to allocate amounts within each such enterprise fund, respectively, to maximize fiscal efficiency and operations.

ARTICLE 8: CAPITAL IMPROVEMENTS BUDGET

To see if the Town will vote to raise and appropriate, transfer from available funds sums of money for the following capital improvements, capital projects and/or purchase of capital equipment for the various departments, of the Town, and pay debt service on existing capital debt, annual payments for lease agreements, as listed below:

Part A. To transfer from the Capital and Debt Stabilization Fund the sum of \$2,419,601.33, from the Capital Building Stabilization Fund the sum of \$4,645.63, from the ambulance fund the sum of \$50,000, from the 2010 ATM Article 8 the sum of \$11,073.85 (DPW cab/chassis) and the sum of \$5,197 (4X4 SUV) and from the 1994 ATM Article 18 the sum of \$61,894.19 (Construction So Carver Fire Station), for the following purposes and for all costs incidental and related thereto:

DPW Sidewalk Tractor w/ Snow blower - Side Arm Mower, purchase and equip	\$150,000
DPW One Ton Dump Truck w/ Plow, purchase and equip	\$75,000
Town Hall - Paint Exterior	\$40,000
Fire Station 2 - Replace Asphalt Shingles, purchase and install	\$40,000
Fire Station 2 - Upgrade Kitchen Bunkroom, purchase and install	\$15,000
Fire Replace Self-Contained Breathing Apparatus	\$220,000
Police Cruiser Replacement, purchase and equip	\$42,000
Police Long Range Strategic Plan / Needs Analysis	\$65,000
EMS Intravenous Pumps (3)	\$15,000
EMS Automatic Chest Compression Devices / equipment	\$35,000
Town Wide Technology Upgrades & recycling	\$55,000
School Decommission of Waste Water Treatment Plant	\$25,000
School Repair HS Gymnasium Bleachers when floor replaced	\$25,000
School Auditorium Carpet, purchase and install	\$20,000
School Replace 71 Passenger Bus, purchase and equip	\$82,000
School Annual reduction in debt exclusion for new elementary school (solar)	\$100,000
Debt Service, Lease Payments, Interest, Project Management, Disclosure Statement	\$1,548,412

and, to authorize the Town Administrator, in consultation with the Capital Outlay Committee Chair, to expend such funds in the most fiscally responsible manner and to manage all approved projects, from planning and design to procurement, including negotiation of contracts and change orders, with quarterly updates to the Capital Outlay Committee, and to authorize the Town Administrator to take such additional action as may be necessary to carry-out the votes taken hereunder.

Part B. To transfer from Central Cemetery Receipts Reserved Account, a sum of money for the purpose of acquiring, by gift, purchase, eminent domain or otherwise, an easement, leasehold and/or other property interest in, over, across, under and along a parcel of land of approximately 120,000 sq.ft. located at 127 Main Street, parcel ID# Map 75 lot 1 for expanding the central cemetery, and for any and all purposes incidental or related thereto, on such terms and conditions and for such consideration as the Board of Selectmen determines are in the best interests of the Town, and to authorize the Board of Selectmen to accept such interest and to execute any and all instruments as may be necessary on behalf of the Town to effectuate the foregoing, or take any other action related thereto.

ARTICLE 8: CAPITAL IMPROVEMENTS BUDGET

I move that the Town vote to approve the capital improvements, capital projects and/or purchase of capital equipment for the various departments, boards, commissions and agencies of the Town, and the debt service on existing capital debt, annual payments for lease agreements, and appropriate funding for the same, all as set forth in Article 8, Part A of the warrant; and to appropriate the sum of \$25,000 from the Central Cemetery Receipts Reserved Account and to authorize the Board of Selectmen to acquire an interest in real property for expansion of the Central Cemetery as set forth in Article 8, Part B of the warrant.

ARTICLE 9: COMMUNITY PRESERVATION RECOMMENDATIONS

To see if the Town will vote to hear and act on recommendations by the Community Preservation Committee for Fiscal Year 2017 pursuant to Chapter 44B of the General Laws, also known as the Community Preservation Act; to implement such recommendations by acting on the following:

appropriating and/or reserving a sum or sums of money from the Community Preservation Fund Fiscal Year 2017 estimated annual revenues for the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee and in accordance with the provisions of G.L. c.44B, §6, for open space, land for recreational use, historic resources and community housing, and debt service on prior approved projects, and further, to transfer from the Community Preservation Fund for proposed projects recommended by the Community Preservation Committee, and for all incidental and related expenses, as follows:

Appropriations:

- | | | |
|----|----------------------------------------------------------------------|-----------|
| A. | From FY2017 estimated revenues for Committee Administrative Expenses | \$22,872 |
| B. | From FY2017 estimated revenues for Cole Property Bond Payment | \$103,270 |

Reserves

- | | | |
|----|--------------------------------------------------------------|----------|
| A. | From FY2017 estimated revenues for Community Housing Reserve | \$45,744 |
| B. | From FY2017 estimated revenues for Historic Reserve | \$45,744 |

authorizing the Town Administrator, in consultation with the Community Preservation Committee Chairman, with quarterly updates to the Community Preservation Committee to manage all approved projects, from planning and design to procurement, including negotiation of contracts and change orders, and construction and authorizing the Town Administrator to take such action as may be necessary to carry out the votes taken hereunder; or take any other action related thereto

PROPOSED MOTION: I move that the Town approve Article 9 as set forth in the Warrant.

ARTICLE 10: REVOLVING ACCOUNTS

Revolving Account	Spending Authority	Revenue Source	Allowed Expenditures	Expenditure Limit
Library Fines and Passport	Library Director	Overdue fines, damaged/lost books levies and passport revenues	Purchasing library materials	\$15,000
Council on Aging Nutrition	Council on Aging	Receipts from the lunch and Meals on Wheels programs, and any other Council on Aging sponsored meal functions	Lunches, Meals on Wheels programs, and other Council on Aging sponsored meal functions	\$30,000
Earth Removal Fee	Earth Removal Committee	Fees collected for earth removal inspections	Making road repairs	\$215,000
Marcus Attwood House	Council on Aging	Rental and other fees collected for the use of the Marcus Atwood House	Ongoing maintenance, and upkeep expenses for the Marcus Atwood House	\$12,000
Cole Property Maintenance	Conservation Commission and Agricultural Commission	Receipts and other fees	maintenance of Town-owned cranberry bogs on the 221 acre Town-owned property known as the "Cole Property," and for the maintenance, upgrading and construction of trails and general maintenance and land stewardship on said Cole Property	\$20,000
Fire Department Revolving Account for Fire Prevention/Code Enforcement	Fire Chief	Revenue and reimbursable incidents allowed under Massachusetts General Laws Chapter 21E involving hazardous materials releases	Replace, repair or purchase equipment and supplies and to fund administrative and firefighter wage expenses associated with Fire Prevention / Code Enforcement activities and fire operations and responses to hazardous material incidents	\$40,000
Recreation Committee	Recreation Committee	Funds from services provided to Town residents for recreation activities	Services provided to Town residents for recreation activities	\$20,000

- **PROPOSED MOTION: I move that the Town reauthorize the several revolving accounts of the Town, all as specified in Article 10 of Warrant.**

ARTICLE 11: BY-LAW AMENDMENTS and HOME RULE PETITION:

To see if the Town will vote to act on the follow recommendations:

Part A. To see if the Town will vote to Amend Chapter 4.6 of the Town's General Bylaws, "Historic District", by adding a new section 4.6.8 as follows:

4.6.8. Additional Duties of the Historic District Commission

4.6.8.1. In addition to the powers and duties set forth in Sections 4.6.1 to 4.6.7 of this bylaw, the Commission shall have all of the powers and duties vested by the Massachusetts General Laws, Town Bylaws, Town Meeting votes and/or votes of the Board of Selectmen in the Historical Commission, Lakenham Green Preservation Committee and Marcus Atwood House Trustees and shall act as the same.

4.6.8.2. The Commission may create one or more subcommittees to serve in an advisory capacity and to make recommendations concerning the expenditure of funds relative to matters previously assigned to the Historical Commission, Lakenham Green Preservation Committee and/or Marcus Atwood House Trustees.

4.6.8.3 Any funds held by the Town as of the effective date of this bylaw, whether received, as gifts, grants, or donations, for matters previously assigned to the Historical Commission, Lakenham Green Preservation Committee and Marcus Atwood House Trustees, shall continue to be held and accounted for separately and shall only be expended for their designated purposes, all as required, and to the extent permitted, by law.

And to rescind the Town's acceptance of G.L. c.40, §8D creating an appointed Historical Commission, and terminate the terms of any incumbent members of said Historical Commission; provided, however, that this portion of the vote shall not take effect until the Attorney General approves the amendment to Chapter 4.6 of the Town's General Bylaws hereunder and the amended bylaw is posted or published as required by law.

PROPOSED MOTION: I move that the Town Amend Chapter 4.6 of the Town's General Bylaws, "Historic District", as set forth in Article 11, Part A of the Warrant.

ARTICLE 11: BY-LAW AMENDMENTS and HOME RULE PETITION:

To see if the Town will vote to authorize the Board of Selectmen to petition the Massachusetts General Court for special legislation, as set forth below, to create a Department of Municipal Finance in the Town of Carver; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

An Act Creating a Department of Municipal Finance in the Town of Carver under the Direction of a Finance Director

SECTION 1. Creation of Department of Municipal Finance. Notwithstanding the provisions of any general or special law to the contrary, there shall be in town of Carver a department of municipal finance responsible for the coordination of all financial functions and activities of the town, including but not limited to: maintenance of all accounting records and other financial statements; payment of all obligations on behalf of the town; investment of town funds and management of debt; receipt of all funds due; maintenance of a system of property valuation; rendering of advice, guidance and recommendations to town departments, offices and boards in matters related to their financial or fiscal affairs; and routine monitoring and reporting of revenues and expenditures by town departments, offices and boards. The department shall include the offices and functions of the town accountant, treasurer-collector, board of assessors and principal assessor created in accordance with section 4 of this act; provided, however, that although the board of assessors shall be part of the department of municipal finance, such board shall continue to exercise its duties and responsibilities under the General Laws, except as otherwise provided in this act. The department shall have such additional powers, duties and responsibilities with respect to municipal finance-related functions and activities as the town may from time to time provide by bylaw.

SECTION 2. Finance Director. The department of municipal finance shall be under the direct control and supervision of a finance director who shall report to the town administrator. The finance director shall be appointed by the town administrator in consultation with the chairpersons of the finance and capital outlay committees; provided, however, that said appointment shall be subject to the bylaws of said town of Carver, as they may be amended from time-to-time, that provide for the appointment of officers of the town by the town administrator. The finance director may be removed by the town administrator, provided, however, that such removal shall take effect on the fifteenth (15th) day following the day on which written notice is provided to the board of selectmen, unless the board of selectmen shall, within that period, vote to reject such removal or sooner affirm it. The finance director shall be a person especially fitted by education, experience and training to perform the duties of the office. The salary, fringe benefits and other conditions of employment of the finance director may be established by contract, subject to appropriation, for a period of up to five years, including but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of the duties of office, liability insurance, conditions of discipline, termination, dismissal and reappointment, performance standards and leave.

SECTION 3. Finance Director Duties and Responsibilities. The finance director may serve as the town accountant or treasurer-collector but not both and shall be responsible for coordinating the fiscal management procedures of the offices of the town accountant, treasurer/collector and principal assessor and shall be the administrator of budgeting, encompassing financial reporting, accountability and control, as well as an advisor to the board of selectmen, town administrator, finance committee, and all other town departments, concerning financial and programmatic implications of current and future financial policies, including standards for the preparation of the annual budget and capital plan. The finance director shall, in consultation with the town administrator, be responsible for the supervision and coordination of all personnel, tasks and activities of the department. The finance director shall provide the town administrator and board of selectmen with reports no less than quarterly and more often as requested concerning the matters under his/her supervision. The finance director shall have such additional duties and responsibilities as may be determined from time to time by the town administrator, and/or as may be determined from time to time by bylaw.

SECTION 4. Principal Assessor. Notwithstanding the provisions of any general or special law to the contrary, there shall be in the town of Carver the position of principal assessor who shall report to the finance director. The principal assessor shall be appointed by the town administrator in consultation with the finance director and board of assessors; provided, however, that said appointment shall be subject to the bylaws of said town of Carver, as they may be amended from time-to-time, that provide for the appointment of officers of the town by the town administrator. The principal assessor shall be a person especially fitted by education, experience and training to perform the duties of the office.

SECTION 5. Principal Assessor Duties and Responsibilities. The principal assessor shall be responsible for the administrative, technical and supervisory functions related to the appraisal, valuation, and assessment of real and personal property. The principal assessor shall be responsible for planning, directing and supervising the work of the board of assessors' office, directing and administering contracts with firms or individuals providing professional assessing services to the town, compiling data and information for the board of assessors and other town officials, investigating requests for abatement and exemptions of property tax and providing assistance to the board of assessors in connection with abatement and exemption applications and otherwise as may be requested. The principal assessor shall have such additional duties and responsibilities as may be determined from time to time by the town administrator, finance director, and/or as may be determined from time to time by bylaw.

SECTION 6. Treasurer-Collector and Town Accountant. Notwithstanding the provisions of any general or special law to the contrary, there shall be in the town of Carver the positions of treasurer-collector and town accountant who shall each have all the powers, duties, and responsibilities of and be subject to the liabilities and penalties conferred and imposed by law on the offices of treasurer and collector and town accountant under the General Laws, except as provided herein. The town administrator in consultation with the finance director and the chairpersons of the finance and capital outlay committees shall appoint the treasurer-collector and town accountant, if such positions are separate from the position of finance director; provided, however, that said appointments shall be subject to the bylaws of said town of Carver, as they may be amended from time-to-time, that provide for the appointment of officers of the town by the town administrator. The treasurer/collector and town accountant shall be persons especially fitted by education, experience and training to perform the duties of those offices.

SECTION 7. Chapter 414 of the Acts of 2014 relating to the position of treasurer/collector in the town of Carver is hereby repealed.

SECTION 8. Contracts or liabilities in force on the effective date of this act shall not be affected by consolidation of certain financial functions of the town as provided in this act.

SECTION 9. This act shall take effect upon passage.

PROPOSED MOTION: I move that the Town authorize the Board of Selectmen to petition the General Court for special legislation to create a Department of Municipal Finance as set forth in Article 11, Part B of the Warrant.

ARTICLE 11: BY-LAW AMENDMENTS and HOME RULE PETITION:

Part C. To see if the Town will vote to authorize the Board of Selectmen to petition the Massachusetts General Court for special legislation, as set forth below, to establish a mechanism for counting affordable housing units in the Town of Carver pursuant to the provisions of Massachusetts General Laws, Chapter 40B, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

An Act Establishing a Mechanism for Counting Affordable Housing Units in the Town of Carver

Notwithstanding any general or special law to the contrary, including, but not limited to the provisions of sections 20 through 23 of chapter 40B and including but not limited to any state regulation, policy and/or guideline to the contrary, as approved by the Carver Town Meeting, it is hereby authorized by the General Court that:

Section 1. Whereas, the calculation of whether a municipality has satisfied the ten percent affordable housing benchmark set forth under sections 20 through 23 of chapter 40B is reflected in the list known as the Subsidized Housing Inventory ("SHI") that is maintained by the Massachusetts Department of Housing and Community Development ("DHCD");

Whereas, the said Town of Carver has at least one thousand manufactured housing units within the said Town, the largest number of such manufactured housing units in any one municipality within the Commonwealth making up over 25% of the Town's housing stock that is also the largest percentage in the Commonwealth;

Whereas, the vast majority of the one thousand manufactured housing units in the said Town of Carver are occupied by low and moderate income households, whether rental or home ownership;

Whereas, the one thousand manufactured housing units in the said Town of Carver have provided long-term affordable housing for low and moderate income household for many years, despite the lack of a recorded deed restriction and the lack of a lottery procedure; and

Whereas, in light of this unique set of unprecedented circumstances, the manufactured housing units in the said Town of Carver do provide long-term affordable housing for low and moderate income households and should be counted toward the ten percent affordable low and moderate income housing benchmark set forth under chapter 40B of the Massachusetts General Laws.

Section 2. In the said Town of Carver, due to the unique circumstances that exist, the determination by DHCD or any successor state agency or any successor entity in calculating what percentage of the said Town's year round housing counts toward low and moderate income housing when compared to the said Town's total year-round housing units as reported in the latest federal decennial census for purposes of section 20 of said chapter 40B, as reflected in the SHI list or in any successor list or successor means of measuring the amount of affordable

housing, shall be calculated so as to include 50% of each and every manufactured housing unit within the said Town as an affordable low or moderate income unit and, ~~so, any such SHI determination or measurement shall be based on the inclusion of each and every manufactured housing unit in the said Town as an affordable low or moderate income housing unit~~ under the SHI maintained for the said Town upon proof to DHCD or

any successor agency or entity of a certificate of occupancy for each and any manufactured housing unit.

Section 3. This act shall take effect upon passage.

or take any action related thereto.

PROPOSED MOTION: : I move that the Town authorize the Board of Selectmen to petition the General Court for special legislation to establish a mechanism for counting affordable housing units in the Town of Carver pursuant to the provisions of Massachusetts General Laws, Chapter 40B, as amended in Article 11, Part C of the Warrant.

ARTICLE 12: SENIOR & VETERANS TAX WORKOFF PROGRAM

To see if the Town will vote to take the following actions relative to senior and veteran property tax relief:

Part A. To see if the Town will vote under the provisions of Mass General Law Chapter 59 Section 5, Clause 41st C, to reduce the requisite age of eligibility for the senior citizen property tax exemption to any person age sixty-five (65) years or older;

Part B. To see if the Town will vote under the provisions of Mass General Law Chapter 59 Section 5K, which authorizes a senior tax liability reduction for volunteerism program, which statute was accepted at the annual town meeting held June 19, 2006, to adjust the exemption amount by increasing it to \$750 per year, beginning with fiscal year 2017; and

Part C. To see if the Town will vote under the provisions of Mass General Law Chapter 59 Section 5N, which authorizes a veteran to receive a tax liability reduction for volunteerism program, which statute was accepted at the annual town meeting held on October 28, 2013, to adjust the exemption amount by increasing it to \$750 per year, beginning with fiscal year 2017; or take any action related thereto.

PROPOSED MOTION: I move that the Town approve Article 12 as set forth in the Warrant.

ARTICLE 13: PLANNING BOARD ZONING ARTICLE

To see if the Town will vote to amend the Carver Zoning Bylaw as follows:

By deleting the words “functional requirements of the Planning Board’s Subdivision Rules and Regulations” in Article III, Section 3160 and replacing them with the words “requirements found in Section 4200: Utilities”;

By deleting the words “the Planning Board’s Subdivision Rules and Regulations” from Article III, Section 3169;

C. By deleting Section 4200 in its entirety and replacing it with the following:

4200. UTILITIES

4210. Storm Drainage.

General Approach: A complete storm drainage system shall be laid out and of sufficient size as to permit unimpeded flow of all natural waterways, to provide adequate drainage of all portions of the site, and to prevent adverse impacts due to stormwater discharge from the site.

Stormwater from the site shall be recharged to the maximum extent feasible and as near to the runoff source as practicable. Open drainage systems that provide a high level of infiltration, require little maintenance, and result in a minimum of clearing and grading (such as grasses swales or undisturbed natural areas suitable to absorb stormwater) are generally considered superior to closed drainage systems. A series of multiple smaller drainage systems is preferable to a single larger facility.

Design Basis and Method: Drainage systems shall be designed to comply with the following:

Where the collection system conveys flows to a detention/retention system designed to control the one hundred (100) year storm, the designer shall document how flows in excess of collection system capacity will be safely directed to the control device.

Calculations for the analysis of pre-and post-development peak flows at the property line, and for the design of detention/retention devices shall be developed using the Natural Resource Conservation Service (NRCS) TR-20 methodology.

The development of runoff coefficients (e.g. for the Rational Method) and Runoff Curve Numbers (e.g. for TR-55 and TR-20 methodology) for post-development conditions shall be based on the assumption that the contributing watershed will be fully-developed.

Separation between infiltration devices and septic systems: A note shall be added to the plan citing use and general location of dry wells, roof leaders and other individual on-site stormwater management systems in order to facilitate adequate separation for septic systems.

Discharge onto abutting lots: peak stormwater flows at the boundaries of the development shall not exceed peak flows prior to development measured in the same location, based on the two- (2), ten- (10), twenty-five- (25), and one hundred- (100) year, twenty-four hour design storms.

Stormwater volumes shall be controlled so that there is no increased negative impact on any abutting property. No flow shall be conveyed over public ways, or over land of others.

Storm drainage structures and appurtenances: The drainage collection system shall be designed to convey projected peak flow rates based upon the twenty-five- (25) year storm utilizing the Rational Method.

4220. Emergency Services.

Emergency access roads shall be at least 12-feet wide, constructed of an all-weather surface, and cleared of obstructions to a distance of 4-feet on both sides. Gates, where required, shall be equipped with a standard Carver Fire Department lock.

A Fire Protection Distribution System (FPDS) shall be provided when deemed necessary by the Special Permit Granting Authority (SPGA). The SPGA shall request written comments from the Carver Fire Department, prior to making a determination. The FPDS shall consist of water mains, hydrants, and appurtenances designed in accordance with the specifications adopted by the Carver Fire Department.

A water supply conforming to NFPA 1231 shall be established on the plans for firefighting purposes when deemed necessary by the SPGA. The SPGA shall request written comments from the Carver Fire Department, prior to making a determination.

or take any other action related thereto.

PROPOSED MOTION: I move that the Town approve Article 13 as set forth in the Warrant.

ARTICLE 14: NON- MONEY PETITION ARTICLES

To see if the town will vote to amend the Town of Carver Zoning Map, dated August 2015 to include in the Spring Street Innovation Zoning District, a parcel of land consisting of approximately 7.00 acres +/-, which land is a portion of the Town of Carver's Assessors Parcel 32-4-0, and is substantially shown as "Remaining Land of Carver Assessors Parcel 32-4-0 Not Included in Lease Area" on a plan attached hereto as Exhibit A entitled "Lease Area Plan Solar Circle Carver and Plympton Massachusetts", prepared by Grady Consulting, LLC, dated October 31, 2014 and recorded with Plymouth County Registry of Deeds in Plan Book 59, Page 342, or to take any other action related thereto."

PROPOSED MOTION: I move that the Town approve Article 14 as set forth in the Warrant.



Rt. 44 opposite side of Sysco

ARTICLE 15: MONEY PETITION ARTICLES

- A. To see if the Town of Carver will vote to raise and appropriate or transfer from available funds the sum of \$4,000 to support South Coastal Counties Legal Services, Inc.'s continued free legal services in civil matters to low-income and elderly families, or take any action thereon.
- B. To ask the Town of Carver to vote to raise or appropriate or transfer from available funds the sum of \$3,000 to contract with South Shore Women's Resource Center for domestic violence intervention and prevention services for its residents.
- C. South Shore Community Action Council, Inc. is requesting that the Town of Carver vote to raise and appropriate, or transfer from available funds, the sum of Five Thousand Dollars (\$5,000.00) to South Shore Community Action Council, Inc. for services to low income families and elderly residents in the Town of Carver.

or take any other action related thereto.

PROPOSED MOTION: I move that the Town raise and appropriate the total sum of \$12,000 as grants for the purposes and in the amounts specified in Article 15 of the Warrant.